

## **LIBRARIAN I**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for basic level librarian duties. Employees in this class are expected to perform specific applications of professional duties under the general supervision of the Library Director or Librarian II's. Supervision may be exercised over Library Assistants, clerical staff, Pages and Volunteers. A Librarian I performs related work as required.

**TYPICAL WORK ACTIVITIES:**

- Provides reference and reader's advisory services and instruction to library users;
- Performs original cataloging and classification and record editing;
- Performs collection development by recommending titles for purchase and/or deletion;
- Plans and implements library programs for adults or children;
- Compiles bibliographies and functions as subject specialist;
- Performs on-line database searches, and search training;
- Serves as a liaison for library services to community groups or other libraries;
- Designs and produces public relations and library instruction materials;
- Prepares statistical and/or narrative reports, memoranda and correspondence;
- Supervises the work of clerical, paraprofessional and volunteer personnel in assigned tasks;
- Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern principles and practices of library science; Good knowledge of on-line database systems; Good knowledge of bibliographic tools and sources; Good knowledge of library materials and collection issues for a specific subject area if functioning as a subject specialist; Good knowledge of modern library organizations, procedures, policies, aims, and services; Skill and accuracy in the performance of technical library tasks; Ability to perform as a team member in the planning and implementation of automation or other library programs; Ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly; Ability to carry out library policies and procedures; Ability to read and comprehend library literature and research; Ability to express ideas clearly and effectively both orally and in writing to groups and individuals; Ability to plan, coordinate, and supervise the work of others; Tact and courtesy in dealing with staff and public; physical condition sufficient to perform the essential functions of the position.

**MINIMUM QUALIFICATIONS:** Master's degree in library/Information Science from an accredited American Library Association institution, or recognized by the New York State Education Department as following accepted education practices

*SPECIAL REQUIREMENT:* Eligibility for a New York State Public Librarian's professional certificate at time of application; possession of certificate at time of appointment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 3/20/14